

December 6, 2002

The Honorable Steven A. McGraw, Sr.
Clerk of the Circuit Court
County of Roanoke

Board of Supervisors
County of Roanoke

We have audited the cash receipts and disbursements of the Clerk of the Circuit Court of the County of Roanoke for the period October 1, 2001 through September 30, 2002.

Our primary objectives were to test the accuracy of financial transactions recorded on the Court's financial management system; evaluate the Court's internal controls; and test its compliance with significant state laws, regulations, and policies. However, our audit was more limited than would be necessary to provide assurance on the internal controls or on overall compliance with applicable laws, regulations, and policies.

The results of our tests found the Court properly stated, in all material respects, the amounts recorded and reported in the financial management system; and no instances of noncompliance with applicable laws, regulations, and policies. However, we noted weaknesses in internal controls that the Clerk needs to address as described below.

Improve Accounts Receivable Management

For six of fifteen unpaid criminal cases tested, we found the Clerk took up to five weeks to establish a receivable on the court's automated financial management system. As a result, the Clerk also did not record these cases in the court's judgment lien indexing system in a timely manner. The Clerk should promptly establish a receivable and record judgments in the court's judgment lien indexing system subsequent to the trial date. Failure to promptly establish a receivable or record a judgment hinders collection efforts and results in loss of revenue for the Commonwealth.

Promptly Receipt and Deposit Collections

For all appealed cases tested, we found the Clerk receipted collections up to 22 business days after receiving the case from the District Court. Failure to promptly receipt collections could lead to theft or misappropriation of funds. The Clerk should promptly receipt and deposit all collections.

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We discussed these comments with the Clerk on December 6, 2002 and we acknowledge the cooperation extended to us by the Court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK/cam

cc: The Honorable Robert P. Doherty, Jr., Chief Judge
Elmer C. Hodge, Jr., County Administrator
Bruce Haynes, Executive Secretary
Compensation Board
Paul Delosh, Technical Assistance
Supreme Court of Virginia
Martin Watts, Court Analyst
Supreme Court of Virginia
Don Lucido, Director of Technical Assistance
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